Student Ticket Subsidy (STS) Grant Guidelines FY14

Please note these guidelines reflect changes that will be made to eGrant system starting on August 18th.

DESCRIPTION

The program provides ticket subsidy funds to Tennessee **public schools** to expose students to a broad variety of cultural experiences, arts disciplines, and artists.

STS FOR FY14

Please read the following information carefully:

- Schools should make application **directly to the Tennessee Arts Commission** and **not** to a Designated Agency.

- STS applications must be **submitted online** through the Commission's eGrant system. **Faxed, mailed or hand delivered applications WILL NOT BE ACCEPTED.** Applications will be available beginning August 29, 2013 at http://tacarts.egrant.net/login.aspx?PIID=147&OID=15

- **NEW THIS YEAR:** The online eGrant application has a new look!

- STS artists must be selected from the Tennessee Arts Commission's online roster at tac.roster.ercsystems.com.

- If a school received STS funding to present an artist or arts group on site at their school or to attend a field trip last year, funds **MAY** be requested to collaborate with the same artist(s) or arts group(s) in the current year.

- A school may apply for a **maximum of $3,000** in STS funds per fiscal year.

- A school should submit ONE application for all students and teachers participating in ONE STS event. For additional STS events, multiple applications **WILL BE** considered for funding up to the $3,000 maximum.

- A school should only create <u>one applicant profile</u> in the eGrant system and use the same login and password for all grant applications.

- No later than thirty (30) days after the completion of the STS activity, the organizing teacher must complete the STS Evaluation in the eGrant system. **Failure to complete the Evaluation within thirty days will disqualify the school from receiving future STS**

funding. Instructions for accessing the Evaluation will be provided if the STS request is funded.

- **NEW THIS YEAR:** All applicants are required to have a DUNS number. Information and application instructions can be found here.

CONTACTS

Schools and artists should direct questions to <u>one</u> of the following TAC staff members. Please do not direct the same question to multiple staff, as this will slow down the response time:

Nan Zierden, Arts Education Special Projects Coordinator
nan.zierden@tn.gov or 615-532-5934

Shannon Ford, Director of Community Arts
shannon.ford@tn.gov or 615-532-9796

Ann Brown, Director of Arts Education
ann.brown@tn.gov or 615-532-5939

DEADLINES

Funding for STS is allocated by county according to school age population and by demand. STS applications are accepted on a first-come, first-serve basis until all funds are expended. Applications must be received a <u>minimum of 30 days prior to the start of the project</u>. *For example, if an STS activity begins December 11, your STS application must be submitted online by November 11.*

The Tennessee Arts Commission will begin accepting applications at**: 8:00 am CST on August 29, 2013 for projects beginning no earlier than September 29, 2013.**

The STS eGrant application will be available on the Commission's website **beginning August 29, 2013 at 8:00am CST** and may be accessed at tn.gov/arts.

REQUIREMENTS

- If organizing teachers are notified that their STS application has been awarded funding, they should notify their school accountant or bookkeeper to contact their central office's fiscal officer. The Tennessee Arts Commission will make grant awards to the **Tennessee Department of Education** which will directly deposit a lump sum for all awarded schools in that district, not to each school, approximately 30 days after an application is funded. The direct deposit will appear as "**ALERT! ARTS Student Ticket Subsidy**." Districts may transfer the funds to the school or write the check to the artist (depending on the fiscal policies of each district).

- School districts may not take a percentage of grant funds for administration fees. The full grant award must be applied toward the STS activity. Organizing teachers are responsible for maintaining communication with school accountants and districts to manage funding.

- Artists and arts organizations presenting STS-funded activities must provide student preparatory materials to teachers at least ten days prior to the event.

- Artists and arts organizations may not charge admission for teachers, principals, parent chaperones, and other school staff accompanying students (maximum of one free chaperone per ten students).

- The organizing teacher **must** reserve tickets or book the arts event with the chosen artist or arts organizations. The teacher will note the Reservation/Confirmation Number provided by the artist or arts organization on the STS application.

- If awarded STS funds, the school is responsible for paying the artist or arts organization the agreed upon fee that is associated with the Reservation/Confirmation Number. **The amount of STS funds awarded for Ticket Funding is the amount that the school should pay the artist or arts organization regardless of final student attendance numbers.** Failure to do so may impact future funding.

- If a funded event is cancelled due to weather or other unforeseen circumstances, the organizing teacher or school principal must notify the Tennessee Arts Commission within ten (10) working days from the date of cancellation.

- The **maximum amount of compensation** STS artists may receive in any fiscal year from all STS activities is **$16,000 for individual artists** or **$30,000 for arts groups (Exceptions exist. See below.)**. In the event a school has selected an artist or arts group that has reached the maximum amount, schools will be given the opportunity to select an alternate.

- The Tennessee Arts Commission is offering a Targeted Arts Development Initiative with a special focus to support counties that have received zero arts grants in FY2013. If STS artists or arts groups receive funding from STS activities in any of the following counties, these funds will NOT be applied to the maximum amount of compensation that an artist or arts group may receive in the

current fiscal year: Giles, Johnson, Lake, Lauderdale, Marshall, Moore, Obion, Pickett, Polk, Trousdale.

SELECTING
STS ARTISTS   **Follow these steps to locate and select approved STS artists:**

1. Approved STS artists may be found on the Commission's website at tac.roster.ercsystems.com.

2. Once on the website, organizing teachers should scroll down to the bottom of the page and click on "Teaching Artist Roster."

3. On the next page, under "Program Type" in the first box, select "Student Ticket Subsidy," and then use the remaining boxes to narrow your search by region, art form, etc. As many STS artists work statewide, teachers may want to use broad search criteria.

4. Click on the name of an artist to view that profile. There will be a "Program" tab on the artist's profile page. Click that tab and you will see a list of programs. If the artist has more than one program, click on the one that says "Student Ticket Subsidy." Otherwise, you should see "Student Ticket Subsidy" as the Program Title.

5. Scroll down the artist's profile to view the artistic discipline, areas of interest, and STS "Sample Programs." Open the sample programs to view the STS activities, dates, locations, and other information.

SUBMITTING
THE APPLICATION   The online eGrant application will become available at 8:00am CST on August 29, 2013. Below is a list of information that schools will need in order to complete the application. Applicants are ***strongly encouraged*** to prepare this information ahead of time so that when the application becomes available, it can be completed in a short amount of time. **Please use the checklist below as a worksheet to gather information.**

INFORMATION NEEDED TO COMPLETE THE STS APPLICATION:

☐ Name of school contact person for STS grant (person most knowledgeable about the project)

☐ Email & phone of the school contact person for STS grant

☐ Mailing address of school

☐ Physical address of school (no P.O. Boxes)

☐ **NEW THIS YEAR:** DUNS number. Click here for more information.

☐ 9-digit zip code. If you do not know your 9-digit zip code, contact your local post office or obtain it from zip4.usps.com.

☐ Legislative Districts based on your school's **physical address (not P.O. box) This must be correct!** Contact your local election commission if you do not know or visit votesmart.org. You will need the US House Congressional, Tennessee Senate, and Tennessee House District Numbers.

☐ County in which school is located

☐ Name of school district (example: *Knox County Schools*)

☐ Name & email of Superintendent/Director of Schools

☐ Name & email of the Central Office bookkeeper or fiscal officer for your school district

☐ Event Title

☐ Project Race (See Step #6 on page 8)

☐ Grantee Race (See Step #6 on page 8)

☐ Name of Artist or Arts Group from the Teaching Artist Roster

☐ Name of Artist Contact (if group)

☐ Artist/Arts Group email

☐ Reservation/Confirmation Number

☐ Event Type: In-school or field trip

☐ Event Date (No earlier than September 20, 2013)

☐ Total number of participating students

☐ Ticket Funding Request (artist's fees or ticket costs)

☐ Travel Funding Request (for gas or buses to transport students to STS event)

☐ Total TAC Subsidy Request (cannot exceed $3,000)

☐ What are your goals in seeking STS funding?

**HOW TO APPLY   Follow these instructions for completing the STS application:**

STEP #1: Access the online eGrant application by visiting: tacarts.egrant.net/login.aspx?PIID=147&OID=15 or by accessing the application through the Commission's home page at tn.gov/arts. The eGrant must be submitted online no less than 30 days prior to the STS activity.

STEP #2: LOGIN & PASSWORD:

Schools should use the same login and password for ALL applications submitted to the Tennessee Arts Commission. Do **NOT** create separate login and password information for each application! For new applicants, click the Registration Instructions provided on the eGrant home page for creating an account.

CREATING AN APPLICATION

Once you have logged in, click on Opportunities on the left side (see green arrow).
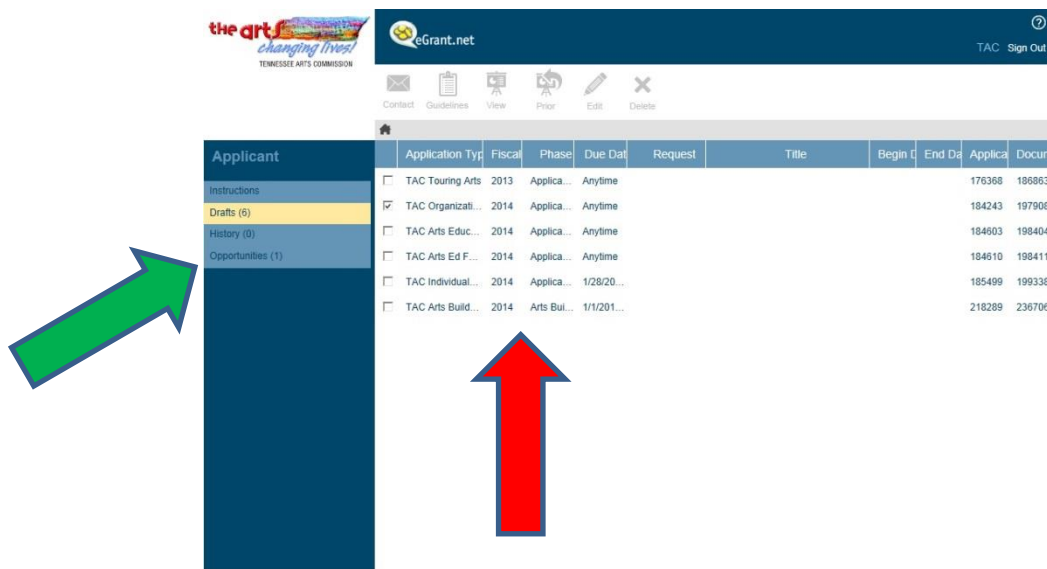
Click on: "**2014 TAC Student Ticket Subsidy**." The application will appear, and you can begin filling out the Applicant Profile, Project Description, and Assurances Page. Once you save information into the application, you will see the application appear in your menu page (see red arrow).

START WORKING IN THE APPLICATION

To get started working in the application, double click on the selected grant OR click the EDIT button. This will open the application so that you may begin working.

STEP #4: Use the **Save** and **Next** buttons at the top or bottom of the page to complete all three sections of the eGrant application (**Applicant Profile**, **Project Description**, and **Required Documents**). For technical assistance, contact Lee Baird at lee.baird@tn.gov .

STEP #5:   <u>**Section I: Applicant Profile**</u>

Organization Name: Name of your school

Mailing Address: Provide the address issued by the U.S. Postal Service

City: Enter your city   **State:** Enter Tennessee

9-Digit Zip: Nine digits are required. **County:** County must be in Tennessee.

Organization Phone: School phone **Fax:** School fax

Contact Person: Full time staff person in charge of the project

Title for Contact Person: ex: Teacher or Principal

Contact Person Email

Contact Person Phone: Include area code

Principal Name

Principal Phone: Include area code

School District Name

Superintendent/Director of Schools Name: At the district level

Superintendent/Director of Schools Email

School District Bookkeeper Name: At the Central Office

School District Bookkeeper Email

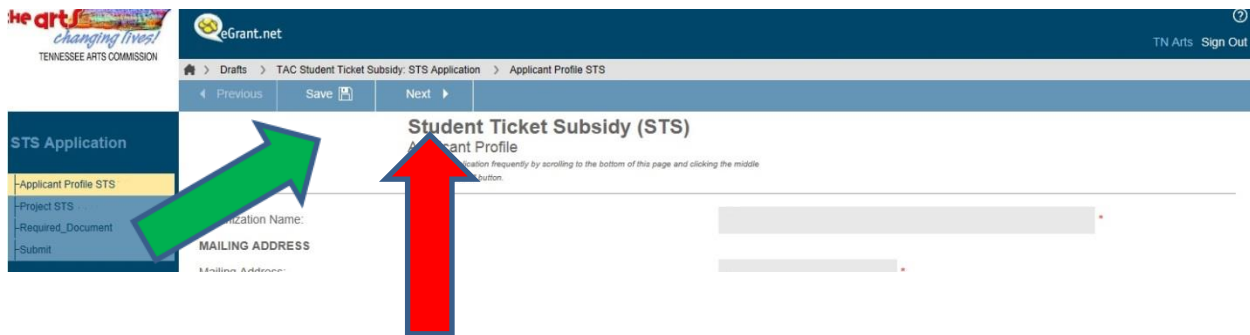**Physical Address:** Complete the physical address even if it is the same as the mailing address.

City: Enter your city   **State:** Enter Tennessee

9-Digit Zip: Nine digits are required. **County:** County must be in Tennessee.

DUNS Number: To find or apply for a DUNS number, click here for information.

Legislative Districts: Provide legislative district numbers based on your physical address. If unsure about your district numbers, follow the link provided in the application **votesmart.org** or contact your county election commission. DO NOT type the name of your senator or representative. Only provide the correct legislative district numbers for the U.S. House Congressional, Tennessee Senate, and Tennessee House.

Next, click the appropriate button. Hit **Save** button to save your information and come back at a later date to finish your application or click the **Save** and the **Next** button to continue to the **Project Description** section. This is what it will look like:

◀ Previous   Save 🖫   Next ▶

Student Ticket Subsidy (STS)
Applicant Profile

STS Application

-Applicant Profile STS
-Project STS
-Required_Document
-Submit

Organization Name:

MAILING ADDRESS

Mailing Address:

STEP #6: **Section II: Project Description**

Event Title: Enter the name of the STS performance or event

Project Race: If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed in the drop-down menu, choose that group from the list. If the grant or activity is not designated to represent or reach any one particular group, choose "No single group". Most public schools should select "No single group".

Grantee Race: Use the drop-down menu to select the one that represents 50% or more of your school's population.

Arts Education Code: Choose the percentage that best represents how much of the project is targeted toward a certain age group such as K-12 or preschool. If the project does not involve arts education, select "None of the project involves arts education. **NOTE:** Applicants who select "None of the project involves arts education" should NOT APPLY for Student Ticket Subsidy funds.

Artist/Arts Group: Name of Artist or Arts Group as it appears on the Teaching Artist Roster.

Arts Group Contact Person: If working with an Arts Group, provide the name of the contact person for the group.

Artist/Arts Group Email: This address should be available on the artist's profile on the Teaching Artist Roster.

Reservation/Confirmation Number: The Artist or Arts Group should provide a Reservation/Confirmation Number that indicates an agreement between the school and STS provider to hold the STS event. It is the responsibility of the school and STS provider to carry through with the proposed project.

Event Type: Select "Field Trip" if students will travel to a venue (ex: symphony hall or theater) to participate in the STS event. Select "In School" if the Artist or Arts Group will provide the STS experience in the school.

Event Date: Enter the date of the STS event. The project <u>cannot</u> begin before September 29, 2013. The eGrant application must be submitted at least 30 days before the STS project.

Total Participating Students: Provide the estimated number of participating students. **NOTE:** You will be asked to provide the actual number of participating students <u>after</u> the STS event.

Ticket Funding Request: Provide the total amount of ticket costs or fee required by the artist or arts group that you are requesting from the Tennessee Arts Commission. <u>This amount must be paid to the artist or arts group even if the number of students who actually attend is less.</u>

Travel Funding Request: Provide the amount of travel costs for Field Trip events ONLY if you are requesting travel support for gas or buses from the Tennessee Arts Commission. **NOTE:** Travel funds may NOT be requested in this category for the artist or arts group to travel to your school.

Total TAC Subsidy Request: This amount is automatically figured by finding the sum of the Ticket Funding Request and Travel Funding Request. This is the total amount that you are requesting for Student Ticket Subsidy funds.

What are your goals in seeking STS funding?: In the space provided, describe the goals of the Student Ticket Subsidy program and the value of this program for your students.

Next, click the appropriate button. Hit the **Save** button to save your information and come back at a later date to finish your application or click the **Save** and the **Next** button to continue to the **Project Description** section. This is what it will look like:

STEP #7: <u>**Section III: Assurances Page –**</u> **NEW PROCEDURE THIS YEAR**

Assurances Page: Two different <u>certifications</u> are required for the Assurances Page, one each from the Principal and Contact Person for the STS project. Both people must read the Assurances Page text and agree to the terms by typing his/her name and title in the space provided and clicking the "I certify" selection in the drop-down menu. **NOTE:** A document in PDF format with two original handwritten signatures is **<u>NOT</u>** required this year.

Next, click the appropriate button. Hit the **Save** button to save your information and come back at a later date to finish your application or click the **Save** and the **Next** button to continue to the **Project Description** section. This is what it will look like:

STEP #8:   **FINISHING & SUBMITTING THE eGrant:**

Once you have completed all 3 sections of the eGrant, hit the "submit" button. When you hit the button a message will appear stating the following: *Student Ticket Subsidy (STS) eGrant: STS is completely digital. *No hard copies of the STS application should be submitted to the Commission.*

To submit your eGrant application click on **"Submit"** button on the left side of the page.

STEP #9   **VERIFICATION & SUBMISSION**

If there are errors in the application, you will see a "Go There!" message. Click on the "Go There" link to be taken back to the specific issue in the application. You will NOT be able to submit the eGrant application until all errors have been corrected.

Once you have corrected errors hit "Save" and then hit the "Submit" button, you will receive an email confirmation that your eGrant has been received by the Tennessee Arts Commission. SAVE THIS EMAIL in case you need to provide verification that the grant application was submitted.

STEP #10:   Once you have finished all corrections in all sections of the eGrant and hit "submit," go back to the **Main Menu** and print a copy of the completed eGrant application by clicking on the "VIEW" button.   Located at the top of the page and looks like this:

NOTE: Once printed, if text boxes are still visible or if the application has "DRAFT" printed across each page, then the application is printed incorrectly. **You must print in the "VIEW" mode for the application to be readable.** Keep a copy of the eGrant application for your records. **No hard copy of the eGrant application should be submitted to the Tennessee Arts Commission for Student Ticket Subsidy grant requests.**

AWARD NOTIFICATION

Submitting an eGrant application does not automatically assure STS funding. The school and school district will receive notification by mail of the status of the grant award.

CANCELLATION OF EVENT & RETURN OF FUNDS

If a funded event is cancelled for any reason, the organizing teacher or principal **must inform the Tennessee Arts Commission within ten (10) working days from date of cancellation**. The teacher or principal may propose to the Commission a different STS event presented by approved artists or arts organizations in order to use the allocated funds. Failure to reschedule a funded activity or return STS funds will jeopardize future funding.
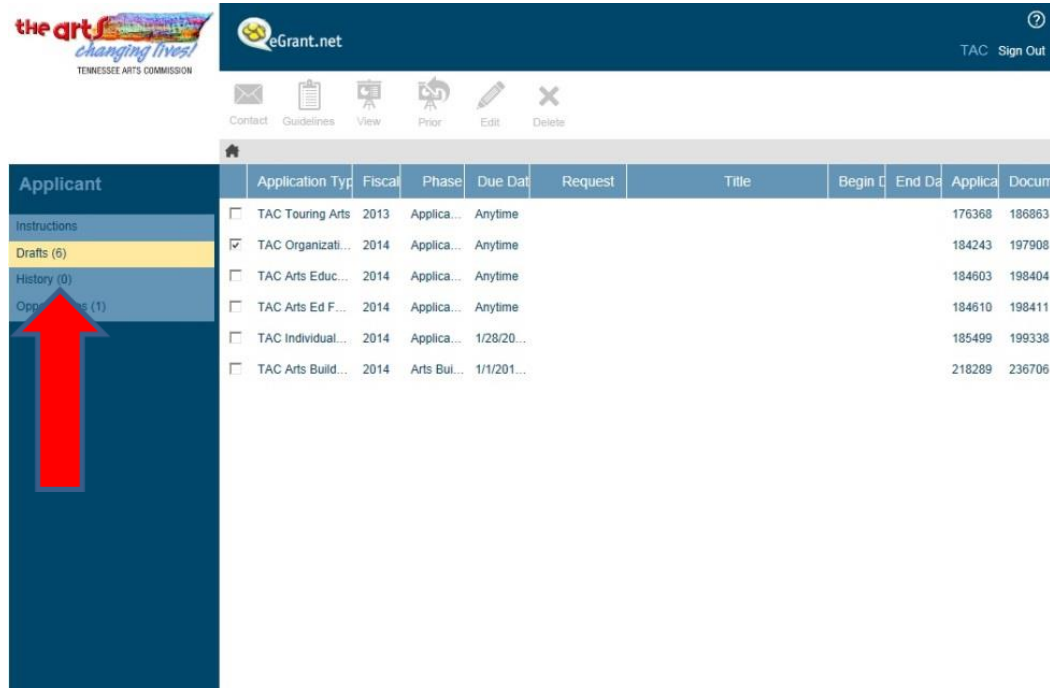
<u>CHECKLIST</u>: Use the check boxes to ensure all steps have been completed:

☐ eGrant completed & submitted online at least 30 days before the project

    1. Section I: Applicant Profile
    2. Section II: Project Description
    3. Section III: Assurances Page (with two different certifications)

☐ eGrant printed out correctly using "VIEW" button to save for your records. Do NOT mail hard copies to the Tennessee Arts Commission.

☐ Login to the eGrant system and on the blue side bar under the applicant heading look in the "History" folder and your grant should appear.

(AC-0183 7-29-13) STS Grant Guidelines and Application